

ALGOMA MEDICAL CENTER AND LTCU BOARD MEETING  
Meeting Minutes  
SEPTEMBER 23, 2013

The Medical Center Board of Directors was called to order by President Dawn Wagner on September 23, 2013 at 4:30 PM at the Algoma Medical Center and ALTCU Activities Room.

It is noted this meeting is in compliance with the open meeting law.

Members Present: Dawn Wagner, Wayne Schmidt, Dorothy Weedman, Judy Wiese, Joan Groessl, Linda Wehausen

Others present: Jeanne Brandt, Marlene Faltersack, Jamie Salzsieder, Carol Nell, Sara Guth, Marcia Erskine, Mary Rehlinger, Mary Murphy, Lynn Vlies, Kevin Clark, Kathy Herlache

**Moved by Schmidt, second Wiese to approve agenda. Motion carried**

**Moved by Groessl, second Wiese to approve August minutes with following changes ; Old Business-Backflow Vale Project .B Vanlanen plumbing engineer (not state inspector) and under Administrative report –Application will be made to Tricare Insurance as primary insurance option. Motion carried.**

**Moved by Schmidt, second Wiese to approve August 29, 2013 Special Meeting Minutes. Motion carried.**

**Public Comment:** Marcia Erskine, CNA expressed concern of the proposed verbiage in the staff handbook referring to attendance of required staff meetings, absences and disciplinary action as result of absences.

Financial report for the month of August:

- Occupancy rate 89.4%
- Total Patient Revenues \$312,208
- Total Operating Revenues \$339,023
- Net profit/loss (16,627)
- Capital Outlays \$27,623 (\$1356.00-Hot water project, \$26,267=Canopy project)
- Monthly cash flow and check listing reviewed
- **Motion by Groessl, second Wehausen to approve bills. Roll call 6 Yes 0 No**

**Old Business:**

a. The Canopy has been taken down. There was a two week delay due to Northern Roofing having difficulty getting tin. Windows and doors have been measured and ordered. Hot water project expected to be completed the week of October 30th when painting of pipes is to be done.

b. Restorative program committee continues to meet weekly to review issues. Currently 32 residents on the program with 23 residents on two programs. Communication program has 6 residents participating. A staff person has been hire to work with this program. Positive comments from family and residents participating. Mary Rehlinger presented a resident case for Medicare residents qualifying for the restorative program. A current resident has been able to be kept on Medicare two additional weeks by tapering their physical therapy and being put on the restorative program. This brought increased revenue of approx. \$1500

c. Mandatory Attendance policy changes were reviewed. Concerns have been brought forth by staff pertaining to disciplinary actions as a result of missing staff meetings and/or facility-wide or departmental in-services. This policy came as a result of the Dr. Pasch training. Discussion ensued. It was suggested that a rotation of time and days, to capture all shifts for these meetings to be held will help alleviate attendance concerns for staff. Typed minutes as well as taped trainings for staff to sign off on could also be helpful. The board directed this information be returned to the ALTCU employees for discussion with recommendations to be reported at next month's meeting.

d. Jeanne requested proposals for a computer support maintenance program. Two of the three proposals have been received. After discussion of needs for support 24/7, the inability at times to use the system as the server is at city hall is down or not accessible on weekends. It was determined a separate server for the facility would be the best option. **Motion by Groessl, second Schmidt to get quotes from various parties for an integrated server to bring computer services to an updated standard. Motion carried.**

e. Respite policy reviewed. Change recommended to second paragraph, last sentence, "There must be a physician's order (for all) including over the counter (OTC) medications or dietary supplement. Also change last sentence "TB testing" to free of communicable diseases policy. **Motion by Groessl, second Wehausen to accept policy with updated changes. Motion carried.**

Question rose if a survey has been created and offered to families of residents? Sara Guth reported they are currently creating the survey and should be ready to present for next month/s meeting.

### **New Business:**

Administrative report

- No announcements noted.
- Unit Coordinator gave notice. Posting for position. In house employee expressed interest in position. Review of current shift position openings.
- Tricare Insurance application presented at QA meeting. Dr. Anderson in favor as well as Brian Schoeneck from Leading Age. Waiting to hear if approved.
- Value First Group Purchasing approved. Welcome packet received allowing access to review contracts for comparisons with other two purchasing organizations
- Participating in the Senior Resource Fair on October 3 in Luxemburg. Marketing brochures have been distributed. Would like to put an ad in the Senior Scene newsletter.
- Staff attended trainings were reviewed.

- Music and Memory Initiative Grant was awarded on August 29. \$2000 in training and equipment will be received.
- State survey completed in August with plan of correction put in place for citations incurred.
- Community Meal bid has been submitted for the Algoma site and home deliveries
- Maintenance requisition forms have been implemented. Kevin reports they are working out well.
- Employee mailboxes have been obtained for free from the Algoma Hardwoods. Kevin is currently painting and will be installing when completed.
- Kevin reported a request from the cemetery association to use the facility lawnmower to bag the leaves at the cemetery. It is felt that the lawnmower should stay at the facility for our needs.
- Conference request reviewed. Board feels if the money has been budgeted for trainings, the administrator will determine who will attend.
- Facebook marketing tool. Jeanne to investigate options , create a policy and report at next month's meeting,

**Motion by Groessl, second Wehausen to go into Closed Session per WI Statues 19.859(1) (C) to consider employment, compensation and benefits of public employee over which the governing body has jurisdiction and exercises control. Roll call 5 yes 0 no. (Judy Wiese left meeting)**

Adjourn to closed session 6:08 PM

**Motion by Groessl, second Schmidt to reconvene to open session per WIS. Stats. 19.85(2). Roll call 5 yes 0 No**

Further action from closed session:

**Motion by Wehausen, second Groessl for the Algoma Long Term Care Unit to pay 75% of the lowest health plan for full-time employees and 65% for part-time employees. Roll call 5 Yes 0 No**

**Motion by Groessl, second Weedman to continue furloughs through the month of October for full time administrative staff. Roll call 5 Yes 0 No**

**Motion by Schmidt, second Groessl to adjourn. Motion carried.**

Meeting adjourned 6:45 PM